Must be on your organisation's letterhead

To Middlesex University CPD Finance Team,
This is to confirm that our organisation will sponsor the fees for the student outlined below.
Student name:
Module name:
Module code:
Name of Trust or organisation:
Amount of sponsorship*:
Purchase order number:
Yours sincerely
[signature]
[contact details of signatory]

*15 credit modules are charged at £960 and 30 credit modules are charged at £1920.